

# Instructions **to Complete** Trip Request

## Day Trips

- Trip requests **must be submitted 10 working days** before the departure date.
- The earliest pick up time on a school day is 9:00 am and must return to school by 2:00 pm. Our primary purpose is transporting children to and from school. Exceptions to these times require the approval of the Director of Transportation.
- If your time will be determined at a later date, please check the appropriate box and put 0:00 in all time boxes.
- Night/Weekend, Special Needs, and Preschool/ Kindergarten trips have separate forms.
- Contact information for the Trip Sponsor must be completed on the form. Please provide phone numbers to be used for **after school hours and during the trip**.
- Capacity is 46 people per bus.
- All trips may have up to 45 minutes administrative time (travel, pre-trip) beyond actual trip time.
- **No luggage, coolers, tables or glass objects are permitted on a bus with students.** Only small bags or instruments that fit in the student's lap are permitted by State Law.
- **No animals are allowed on buses.** Exceptions are made for service animals only.
- Please indicate where you would like to load the bus; front door, gym, cafeteria, bus loop, etc.
- We will only do a Drop Off/Pick Up to **locations in Boone County**.
- You may be subject to additional time to clean the inside of the bus due to the condition of the bus at the end of the trip.
- Buses returning from a trip after 2 pm on a school day will be charged a late return fee. This fee is based on the per hour rate for the use of the bus. The late fee has been implemented due to driver payroll guidelines.
- Trips not canceled by 8:00 am on a school day or 24 hours for Night/Weekends are subject to a cancellation fee.
- You can Submit, Print or Reset the form using the button at the bottom of the form.
- **DO NOT SEND ANYTHING THROUGH THE PONY.**
- See [Board Policy](#) 9.36 for more information

## Transportation Department Contacts

### Day and Kindergarten Field Trips

Marsha Anderson, ext. 25202 or 384-5340

[marsha.anderson@boone.kyschools.us](mailto:marsha.anderson@boone.kyschools.us)

### Assistant Director of Transportation

Nick Greer, ext. 25211 or 384-5340

[nicholas.greer@boone.kyschools.us](mailto:nicholas.greer@boone.kyschools.us)

# FIELD TRIP ESTIMATE WORKSHEET

## Field Trips Lasting Less Than 8 Hours

- Fill in all of the blue boxes.
- Round the Trip Time to the nearest 15 minutes.
- Trip Time must be entered as a fraction of the hour for this page only (15 minutes = .25, 30 minutes = .50, 45 minutes = .75).
- Use [google maps](https://www.google.com/maps) to determine estimated round trip mileage.
- Administrative Time includes possible time for the driver to pre-trip the bus and travel to and from the school. Administrative Time is determined based on the time of the trip and may not be fully incurred.
- Additional time will be billed if the interior of the bus/buses require cleaning after the trip.
- Trips not returning to school by the designated return time will be billed for the additional time in 15 minute increments.
- A different route may be taken as we will be ensuring the route is accessible for a school bus.
- Estimate will always start with Administrative Time figured in.

A formal estimate will be sent to you approximately 2 weeks prior to the field trip. If you need any assistance,

Please contact Nick Greer ext 25211, [Marsha Anderson](#) ext. 25202 or call 859-384-5340.

Hourly Rate \_\_\_\_\_

Mileage Rate \_\_\_\_\_

Administrative Time \_\_\_\_\_

Trip Hours \_\_\_\_\_

Round Trip Mileage \_\_\_\_\_

### Estimated Cost

Hourly Fee \_\_\_\_\_

Mileage Fee \_\_\_\_\_

Per Bus Cost \_\_\_\_\_

# of Buses Required \_\_\_\_\_

**Total Estimated Cost** \_\_\_\_\_

# Field Trip Request Form

Please read the instructions before completing this form. If you have any questions, see the Transportation Department contact list at the bottom of the instruction form.

School Requesting Trip \_\_\_\_\_ Date of Request \_\_\_\_\_

Trip Sponsor \_\_\_\_\_ Sponsor Cell Phone \_\_\_\_\_

Destination Name \_\_\_\_\_ Date of Trip \_\_\_\_\_

Destination Phone # \_\_\_\_\_

Destination Address \_\_\_\_\_

Destination Instructions \_\_\_\_\_

Function Type ☐ Educational ☐ Sports ☐ Club ☐ Other \_\_\_\_\_

Equipment Bus Needed \_\_\_\_\_

Loading Location at School \_\_\_\_\_

Loading Time at School \_\_\_\_\_ Departure Time from School \_\_\_\_\_

Loading Time at Event \_\_\_\_\_ Departure Time from Event \_\_\_\_\_

Return to School Time \_\_\_\_\_ ☐ Times to be Determined

Number of Teachers/Chaperones \_\_\_\_\_ Number of Students \_\_\_\_\_

Drop Off /Pick Up Requested \_\_\_\_\_ # Buses Requested \_\_\_\_\_

Additional Comments \_\_\_\_\_

## Trip Approved by;

Principal's Signature \_\_\_\_\_

PO Number \_\_\_\_\_ Bill To \_\_\_\_\_

### For Transportation Use Only

Date Received \_\_\_\_\_

Trip Number \_\_\_\_\_

Internal Approval \_\_\_\_\_

Date Estimate Sent \_\_\_\_\_

Fax ☐ Email ☐

Date Assigned \_\_\_\_\_

Date Billed \_\_\_\_\_